

Proposal Review Committee
January 9, 2014
Statewide Benefits Office
500 W. Loockerman Street
Duncan Building, Ste. 320, Dover, Delaware

Public Session: 9:00 a.m.

The Proposal Review Committee met on January 9, 2014, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Faith Rentz, OMB, Deputy Director, Statewide Benefits
Brenda Lakeman, Director, HR Management and Benefits Administration
Laurene Ehemann, OMB, RFP and Contract Coordinator, Statewide Benefits
Leslie Ramsey, OMB, Human Resources Manager, Statewide Benefits
Durae Johann, OMB, Return-to-Work Coordinator
David Craik, Office of Pensions, Director
Wendy Brown, Department of Health and Social Services
Valerie Watson, Department of Finance
Kimberly Reinagel-Nietubicz, Office of Controller General
Kelly Callahan, Office of the Treasurer
Jenifer Vaughn, Delaware Insurance Department
Amy Quinlan, Administrative Office of the Courts
Cheryl Findlay, Segal Consulting Group
Bryan Spivey, Segal Consulting Group

Introductions/Sign In

Ms. Lakeman called the meeting to order at 9:00 a.m.

Approval of Minutes

Ms. Watson requested a motion to approve of the minutes from the September 6, 2013, meeting of the Proposal Review Committee. A motion was made by Ms. Reinagel-Nietubicz and seconded by Ms. Ehemann. The motion was approved with unanimous voice vote.

Discussion of the Short-Term and Long-Term Disability Programs for the Group Health Insurance Program RFP

Ms. Lakeman requested a motion to move into executive session for review of the two finalists' bid responses and conduct interviews. Ms. Quinlan made the motion and it was seconded by Ms. Vaughn. The PRC moved into Executive Session at 9:03 a.m.

Upon conclusion of the Executive Session, a request to adjourn the meeting was made by Ms. Lakeman. A motion was made by Ms. Watson at 3:15 p.m. to move back into the public meeting and Ms. Brown seconded. With no further business, a motion to adjourn was made by Ms. Ramsey and seconded by Ms. Johann. Upon unanimous voice approval, the meeting was adjourned at 3:16 p.m. Please note there were no public attendees.

Respectfully submitted,

Laurene M. Ehemann

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RFP and Contract Coordinator